

DEPARTMENT OF THE ARMY
General Studies Battalion, 3747TH Training Brigade
UNIT 28130
APO AE 09114

AEUR-FS-GS (351)

7 February 2004

MEMORANDUM FOR Students Attending the 42L, Administrative Specialist Course

SUBJECT: Student Welcome Letter

1. On behalf of the staff and faculty of the 3747th Multi-Functional Training Brigade (MFTB), welcome to the 42L, Administrative Specialist Course.
2. The purpose of this memorandum is to provide you with the necessary information to make your arrival and duty at the 3747th Training Brigade (Europe), in Grafenwoehr, Germany a pleasant, hassle-free training experience. For final verification of attendance and additional assistance, please contact your full time unit representative upon receipt of this memorandum.
3. Course Dates are 18 (see web page). You will Report NO LATER THAN 1300 the report date to the reception desk in Building 501. Enclosed you will find directions to and a strip map of Grafenwoehr Training Area. Plan ahead for traffic and inclement weather. If you must arrive on the day prior to the reporting date, it is your responsibility to coordinate billeting (DSN 475-8027 / Civilian 09647-83-8027) prior to your arrival.
4. In Processing.
 - a. You will report in the Physical Fitness Uniform (PFU).
 - b. You must meet Army height and weight standards in accordance with (IAW) AR 600-9. As part of in processing, height and weight will be measured. Students that exceed the weight standards will be taped. Students that exceed the maximum allowable body fat percentage will not be allowed enrollment IAW AR 351-1 and AR 135-200, chapter 1.
 - c. If you have a profile that prevents you from completing all course requirements, you will not be allowed enrollment.
 - d. Students must have the documents listed in enclosure 5 in their possession at in processing. **DO NOT depend on your unit to make sure the required documents are together. Take individual responsibility!** If you have any questions utilize the Point Of Contact (POC) listed in paragraph 14.
5. During your entire stay, you will comply with AR 670-1, Wear and Appearance of Uniforms and Insignia. Pay particular attention to Chapter 1, AR 670-1. It outlines personal appearance standards. The Battle Dress Uniform (BDU) will be the normal duty uniform. Refer to the training schedule for appropriate uniform. There will be a daily in-ranks inspection. See enclosure 4 for a list of recommended uniforms and equipment.

6. The 42L course consists of between 116 and 148 **hours (Dependent upon level of typing skill.)** There are no breaks in training, meaning you will be training on weekends, plan accordingly. You are **subject to dismissal** if you miss **4 or more hours** of training or fail a test and a subsequent retest.

7. Student Enrollment Qualifications and Requirements.

a. Enrollment is open to all soldiers who require entry-level qualification or re-classification based on present or projected duty in MOS 42L and who meet the required prerequisites in AR 611-201.

b. FORSCOM/TRADOC Regulation 135-3 states you must be qualified to receive an MOS (except for pending clearances or language training). On completion of this course, you may be awarded the MOS 42L by processing a 4187 through your chain of command.

c. Student must be physically qualified or possess a waiver according to AR 40-501 and meet the physical standards of AR 600-9.

d. Reserve Component students receiving MOS 42L training will have:

(1) A physical demand rating of **moderately heavy**.

(2) A physical profile not exceeding **323222**.

(3) A qualifying score in aptitude area **CL of 95**.

(4) A **minimum** of one-year remaining on their current enlistment at the time the course begins. ETS date no earlier than 17 April 2005.

(5) A **minimum** typing speed of 25 wpm. Verified by either a memorandum from the soldier's commander or from the soldier's local education center.

8. Logistical Support

a. Billeting. You will be required to stay in government provided billets unless you live within commuting distance. **Billeting is not available for family members**. If you must arrive prior to the scheduled reporting date it is your responsibility to coordinate with SSG Marlatt at DSN 475-8027 or Commercial 09641-838027 prior to your arrival.

b. Linen. **You may bring your own linen**. You will be issued lined upon request. If you are scheduled to attend the course between October and April, the climate is normally cold, plan accordingly.

c. PX, Commissary, and Ration Cards. To purchase rationed items, a copy of your orders and appropriate documentation from your unit authorizing such a purchase must be presented to the cashier at the time of purchase.

(1) 7th ARCOM soldiers not authorized U.S. Forces logistical support through their employer must obtain authorization documents and ration cards from their home unit.

(2) IRR and IMA soldiers will obtain authorization documents and ration cards from the 3747th Training Brigade (Europe) during in processing.

d. Dining Facility. The post dining facility provides meals at no cost. The dining facility is located in Building 101, approximately 1.5 miles from both billeting and classroom. Meal times are shown in the table below.

BREAKFAST	LUNCH	DINNER
0630-0830	1130-1300	1630-1800

e. Postal Services

(1) The APO is located within 1.5 miles of both billeting and classroom.

(2) Incoming mail and other correspondence should be addressed as follows:

Military:	Civilian:
Rank and Name (42L) 3747 th MFTB Unit 28130 APO AE 09114	Rank and Name (42L) 3747 th MFTB Bldg. 500, Room 109 Grafenwoehr Lager 92655 Grafenwoehr Germany

f. Financial Services

(1) Financial services are limited. **Casual pay will not be available.** Plan for your financial needs and ensure that you have sufficient funds with you. We recommend a minimum of \$50.00. Personal checks may be cashed at the PX. The maximum amount varies, between \$150.00 - \$250.00. There are 2 ATM machines available. Both are located in the vicinity of the Community Bank building.

(2) 7th ARCOM soldiers will be paid by their home unit.

(3) IRR and IMA soldiers will in process for pay with the 3747th Training Brigade (Europe). See enclosure 5 for appropriate documents.

g. Laundry and Laundry Services.

(1) Washers and dryers are available in the billets at no cost. You must provide your own laundry supplies.

(2) If you want your BDU's cleaned and pressed, service is available at the post dry cleaners at a cost of approximately \$5.00 per set. Two-day service is customary.

9. Emergency Telephone Numbers / Contact Information.

- a. DSN: 475-8027 / 8028.
- b. Commercial: 09641-83-8027 / 8028.
- c. Fax: DSN--475-8029 / Commercial- 09641-83-8029.
- d. e-mail: **Gilmorec@hq.7arcom.army.mil** (Battalion SGM).
- e. e-mail: **blountcd@hq.7arcom.army.mil** (Course Manager).

10. Valuables. The safekeeping of valuables is a personal responsibility. Do not bring high value items to Grafenwoehr.

11. Contraband. Do not bring items to Grafenwoehr that would be considered unlawful. Examples of contraband include drugs, (other than prescribed by a physician), firearms, or knives with blades exceeding 3 ½", etc. **Alcohol is not allowed in the billets.**

12. Sick Call / Medical Emergencies.

a. Sick Call hours are 0700-0800, Monday, Tuesday, Wednesday, and Friday. On Thursday Sick Call begins at 1300. Report to your class leader between 0600 – 0700 with a completed DD Form 689 (sick slip).

b. For medical emergencies after duty hours, report to the Grafenwoehr Dispensary in building 250. The student leader is responsible for informing the Cadre the following day of any situation requiring medical attention that occurred after duty hours.

13. Religious Services. You are authorized to attend religious services. The cadre will coordinate with the unit or local Chaplain and announce the location and time(s) for worship services.

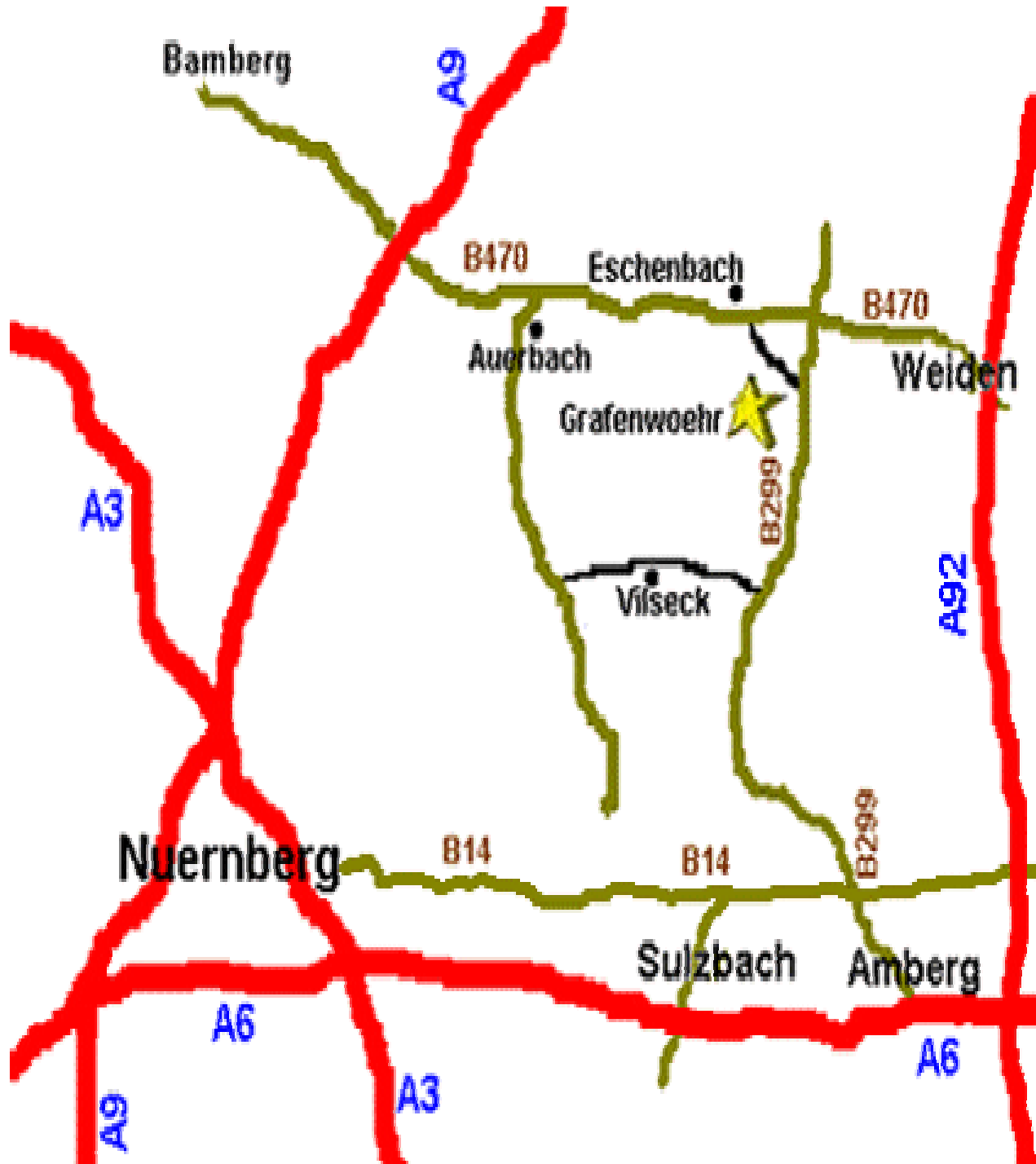
14. For questions pertaining to this memorandum contact MSG Blount, DSN 475-6041/8027, commercial 09641-83 8027, or e-mail— **blountcd@hq.7arcom.army.mil**.

6 Encls

- 1. Map to Grafenwoehr
- 2. Strip Map of Grafenwoehr
- 3. Directions to Grafenwoehr
- 4. Recommended Uniforms and Equipment
- 5. Required In-processing Documentation
- 6. Pre-execution Check List

CLINTON GILMORE
SGM, USAR
Acting Commander

Map to Grafenwoehr



ENCLOSURE #3

Directions to Grafenwoehr Training Area

1. By Automobile.

- a. From A-6, exit Amberg West. Stay on B 299 Freihung, and Grafenwoehr. You will then come to the German community of Grafenwoehr. Pay attention and you will see signs for the Grafenwoehr Training Area (GTA). Gate 3 is on the Left. Once on post, Proceed to the Stop sign and turn Right. Building #500 is the 1st building on your left.
- b. From A-93 exit Weiden-West (Grafenwoehr) B470. Follow the signs to Grafenwoehr. You will take a Right and enter Gate #3. Once on post, proceed to the stop sign and turn right. Building # 500 is the 1nd building on your left.

2. By Train.

There is not a direct connection to Grafenwoehr. The nearest train stations are Vilseck and Weiden both are approximately 25 Km from Grafenwoehr. Take the train to Nuremberg (Nurmburg), and then transfer to Vilseck or Weiden. Once there, take a taxi to Grafenwoehr Training Area. The cost of the taxi is approximately 50.00 Euros.

3. By Commercial Air.

Upon your arrival at the airport, take a bus to the Nuremberg train station. Trains depart at 44 minutes after the hour from 0544 through 2244 hour for Weiden. Get in the rear train car as the train splits in Neukirchen (one-half the train goes to Furth im Wald and the other half goes to Wieden), take the train to Weiden, and a taxi to Grafenwoehr Training Area (Grafenwoehr Truppenubungsplatz or Grafenwoehr Lager, about 35.00 Euros.

4. **NOTE:** Ensure you POV is “winterized” – snow tires, ice scraper, chains, anti-freeze, etc. Weather conditions in the Grafenwoehr area can be extreme and driving can be hazardous. Be prepared for extremely inclement winter weather.

Enclosure # 4
Recommended uniforms and Equipment

- Battle Dress Uniform (BDU) with the correct patches (IAW AR 670-1), 3-4 Sets
- Black Beret
- Boots, black combat, 2 pair
- Complete PT Uniform
- Gortex jacket **with rank and proper name tape**
- Field Jacket (Oct-Apr)
- Scarf (Oct-Apr)
- Gloves, black, 1 pair (Oct-Apr)
- Undershirt, brown, 3-4
- Underwear, 4
- Socks, Black, 3-4 pair
- Personal hygiene items, as appropriate
- Laundry bag
- Lock, combination or key, 1
- DD Form 2A (Reserve) ID card (Expiration date no earlier than 17 April 2005)
- ID Tags
- Shower Shoes and Towels
- **Civilian Blanket, sheets, pillow and pillow case**
- Civilian clothes (Service Members discretion)

Enclosure #5
Required In Processing Documentation

1. Five copies of ADT, ADTS, ADSW or AT orders.
2. Five copies of DD Form 1610 (TDY orders) for service members on active duty tours.
Ensure the following blocks are completed prior to you arriving.
 - a. Block 9: The command responsible for ATRRS school Allocation.
 - b. Block 16: A statement of height and weight with the word “PASS” (if within standards) and the date of the last APFT score. A Body Fat Content Worksheet must be attached to the DD Form 1610 or attachment orders if the soldier requires taping.
3. One copy of your DA Form 2-1. Note: You must have a minimum **CL score of 95**. If you do not have the minimum required CL score, you can take the ASVAB test at your nearest Education Center and have the results entered on your DA Form 2-1, Section II, block 8, or bring the ASVAB results.
4. One copy of your medical screening, if you are over 40 years old.
5. One copy of DA Form 3349 (Profile), signed by your commander. If you receive a profile after enrollment, you will be evaluated for continued enrollment.
6. One copy of DA Form 705 (APFT), indicating that you passed a RECORD APFT within the past 12 months.
7. Copy of TABE results if required.
8. Certification from your commander that you meet all the prerequisites of DA Pam 611-201, AR's 350-15, and 600-9 or possess a waiver IAW AR 40-501.
9. A physical profile of at least 323222 with a physical demands rating of “moderately heavy”.
10. Pre-Execution Checklist (Enclosure 6) **signed by your COMMANDER**.
11. Memorandum verifying soldier's typing speed (25wpm) signed by either the commander or education center representative.

If you are an IRR or IMA Soldier bring the following additional documents.

1. Lease/mortgage contract.
2. Marriage and birth certificates for dependents.
3. Direct deposit information.
4. Most recent promotion order.
5. Copies of all DD 214's.

The purpose of this document is to assist the unit in preparing soldiers for school attendance, while providing one single document, with appropriate attachments, for the training institutions. This checklist will be completed by appropriate unit personnel and verified and signed by the unit commander. Soldiers reporting for training must have a signed pre-execution checklist in his/her possession. Soldiers reporting for training without the checklist signed by the soldier and unit commander will be given seventy-two hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second MUTA-4 to provide the completed checklist. After this time, soldiers will be returned to their unit.

COURSE TITLE: _____ **START DATE:** _____

1 st line leader initials	Soldier's initials	PART I ----- Pre-execution
		Coordination between customer unit and TASS unit to identify the soldier by name?
		Soldier in receipt of school/course information?
		Read ahead packets/prerequisite testing complete? (if applicable)
		All required clothing/equipment IAW school/course info packet
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school. () (as required)
		Soldier meets standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual orders received?
		School Mailing address/Telephone numbers received? (for family)
		Ten (10) copies of orders
		Transportation verified/approved (ticket picked up)

		Current/valid identification card
		ID tags (1 pair), Army Value Card/Tag
		If applicable: Soldier requiring corrective lenses have a set of military prescription eyeglasses and protective mask inserts.
		_____ Notify soldier of requirement to take APFT and be weighed, as required.
Unit POC List: CDR B: () H: () _____ 1SG: B: () H: () _____ FTM: B: () H: () _____ Unit FAX: () _____ Unit Email _____		

Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA Pam 351-4) unless a waiver is obtained. In addition, Army personnel must also satisfy applicable provisions of AR 611 series, AR/NGR 350-1, ATRRS, and other pertinent Army policies and regulations.

PART II ----- ROUTINE PREREQUISITES												
TASK	REGULATION DATA					SOLDIER DATA						
Minimum Aptitude Score (ASVAB) (enter line score per DA Pam 611-21)	CO	CL	FA	GM	MM	CO	CL	FA	GM	MM		
	OF	EL	SC	ST	GT	OF	EL	SC	ST	GT		
Meets color vision requirements (if applicable, DA Pam 611-21)												
Physical demand rating/profile (enter PULHES per DA Pam 611-21)	P	U	L	H	E	S	P	U	L	H	E	S
DA Form 1059 for all previous required phases for phase/course attending (if applicable)	_____ School code _____ Date of completion _____ Course completed _____ Phase completed											
Soldier has current military and civilian vehicle operator license(s) (if applicable, valid through course end date, enter expiration date) (enter qualification as required per ATRRS SH screen)												

PART III ----- REQUIRED DOCUMENTS
Security clearance (If applicable, attach as required)
Permanent profile attendees have copy of MRB (P3,P4) results, with DA Form 3349 signed by his/her commander, and an Army doctor-approved alternate aerobic event for APFT (if applicable)

All required waivers (if applicable)	
Other requirements (if applicable)	
OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED	
Other requirements (if applicable) SOLDIER CAN TYPE 20WPM	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	

I have been counseled and have read all requirements applicable to the course I'm being sent to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.

Student's Signature: _____ **Date:** _____

I have reviewed the above soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend.

Commanding Officer (typed name)

Date: _____

Signature

Unit commanders will ensure all soldiers, including walk-ons, enrolled in institutional training meet course prerequisites. Soldiers who report for training must have in their possession a completed pre-execution checklist, signed by the soldier and the unit commander. The Pre-execution checklist will be used to verify routine prerequisites such as line scores, PULHES, and DA Form 1059. Unit commander can further certify the completion of prerequisite testing/evaluation (i.e., typing test). Documentary evidence of security clearance, physical profile, and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the pre-execution checklist will suffice as certification that the soldier meets routine course prerequisites (as stated above) IAW all requirements of the course as listed in DA Pam 351-4 (U.S. Army Formal Schools Catalogue), the ATRRS prerequisite screen, and DA Pam 611-21 for MOSQ courses. Soldiers reporting for training without the checklist signed by the soldier and unit commander will be given seventy-two hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second MUTA-4. After this time, soldiers will be returned to their unit. The pre-execution checklist is a pre-enrollment requirement for all TASS courses/institutions except OCS, CCC, CGSOC, and the resident SGM Course.